



## **Consolidated Tribal Health Project, Inc.**

### **POSITION DESCRIPTION**

**POSITION:** Staff Physician

**DEPT:** Medical

**REPORTS TO:** Senior Medical Officer

**FSLA STATUS:** Exempt

**SUPERVISES:** Mid Levels/Nursing

**POSITION SUMMARY:** Provides direct patient care; family practice primary preventive and primary acute, prenatal and chronic care to the Native American population of Mendocino County (90% patient care; 10% Administration).

#### **PRIMARY RESPONSIBILITIES:**

1. Direct patient care full family practice primary preventive and primary acute, prenatal and chronic care.
2. In conjunction with the Senior Medical Officer provide on-site day to day clinical supervision of family practice nurse practitioner and medical support staff.
3. Monitoring Continuous Quality Assurance Program.
4. Assist in the development, review and update the Medical Clinic policies, procedures and protocols.
5. Attend regular medical and other staff meetings.
6. Participate in reviewing progress toward meeting overall medical clinic goals and objectives.
7. Attend meetings, complete reports and evaluations as required by IHS.

#### **QUALIFICATIONS & REQUIREMENTS:**

1. MD/DO Board certified in Family Practice or Internal Medicine with demonstrated experience in providing general medical care in a family care setting.
2. Valid California Medical Licensure(s), DEA certificate, BLS certification
3. Experience in community clinic preferred and a strong commitment to multi-disciplinary teamwork.
4. Ability to work with low income community and appreciation of Indian culture and understanding of socio-economic needs of rural Indian communities.
5. Good communication skills are essential.
6. Ability to work with government agencies.
7. UPIN number.

**To perform the job successfully, an individual should demonstrate the following competencies:**

1. **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
2. **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving

situations; Uses reason even when dealing with emotional topics.

3. **Client Service** - Manages difficult or emotional situations; Responds promptly to client needs; Solicits client comments to improve service; Responds to requests for service and assistance; meet commitments.
4. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; keep emotions under control; Remains open to others' ideas and tries new things.
5. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
6. **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
7. **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
8. **Delegation** - Delegates work assignments; Matches the responsibility to the person;
9. Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
10. **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
11. **Managing People** - Includes staff in planning, decision-making, facilitating and
12. process improvement; Takes responsibility for subordinates' activities; Makes self
13. available to staff; Provides regular performance feedback; Develops subordinates'
14. skills and encourages growth; Solicits and applies clients feedback (internal and
15. external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
16. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
17. **Diversity** - Show respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
18. **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
19. **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
20. **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

21. **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
22. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
23. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others
24. with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
25. **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
26. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Able to assist ambulatory and wheel chair transfers; Able to assist others into and out a vehicle. Specific vision abilities required by this job include peripheral vision and depth perception.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**INDIAN PREFERENCE:** Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, CTHP is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age disability or sexual orientation.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** CTHP is required to implement the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. As such, it is unlawful for employees to

manufacture, distribute, dispense, possess, or use a controlled substance on the job site. Employees who are reasonably suspected of violating this act may be subject to drug testing as a condition of employment. Employer required fitness examinations shall include drug testing as evidence of employee and employer compliance with the Drug-Free Workplace Act.

**Health Insurance Portability and Accountability Act (HIPAA)**

This act was enacted to deal with three main areas with regard to patient information.

1. Security of health information;
2. Standards of electronic transactions; and
3. Privacy of ‘individually identifiable health information.’”

Consolidated Tribal Health Project, Inc., is an At-Will Employer for the first 90 days of employment, if you do not satisfactorily complete the 90-day probation this may result in extension of probation or up to and including termination.

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTHP HR Signature

\_\_\_\_\_  
Date

Staff Physician: board adopted 4/15/98  
revised 08-09-07